myTNT – Helpful tips

Papers cannot be printed (PopUp Blocker)

- <u>Solution a</u>) the so-called PopUp Blocker in your browser for the myTNT portal.
- <u>Solution b</u>) Deactivate printing of the papers in the so-called PopUp window by going to Main Menü > Administration > My Settings > Page 1/3 [NEXT] > Page 2/3 [NEXT] > Page 3/3 Print Details, Activate «Print without PopUp window» > [EXIT].

Confirmation mail for collection

 <u>Solution</u>: To receive a confirmation for each collection request, go to Main Menu > Administration > My Settings > Page I/3 [NEXT] > Page 2/3 [NEXT] > Page 3/3 Collection Confirmation and activate «Always receive a collection confirmation e-mail» and enter your E-Mail address [END].

myTNT – Requirements

- Internet connection
- Browser:

- PC: Internet Explorer 6+ and Firefox 2.x+

- MAC: Safari 3.x / Firefox 2.x+

Laser printer

myTNT – Benefits

myTNT provides you easily and quickly with the following benefits:

- Online solution (no installation required, can be used immediately)
- Secure environment using Secure Socket Layer (SSL), 128 bit encryption
- · Consignment documentation can be easily created
- Consignment data can be managed (up to 90 days in the past)
- Consignment documentation can be sent by e-mail
- Extended consignment tracking (based on customer number, date etc.)
- · Charges and transit times can be requested
- Deliveries can be organised
- Address Book (max. 2000 addresses / import possible)
- Return consignments possible
- Automatic consignment confirmation sent by e-mail to recipient
- Automatic collection confirmation sent to the recipient by e-mail
- Image of signature by delivery (POD = proof of delivery)

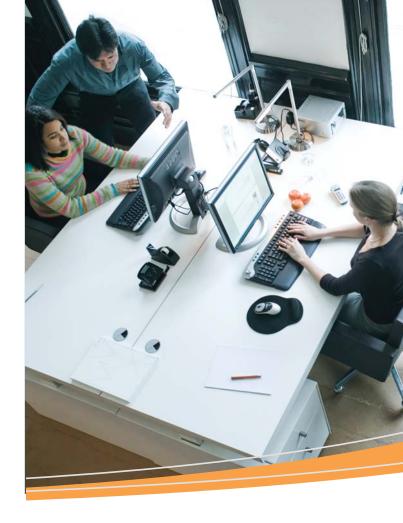
myTNT - Support

E-mail support: cit.ch@tnt.com

Internet: www.tntswisspost.com

Telephone support: 062 837 03 00

Monday - Friday 08:00 - 11:45 und 13:00 - 17:30 hrs



myTNT Quick Guide





myTNT – Registration

- I. Go to www.tntswisspost.com.
- 2. Haven't registered yet? Click [REGISTRIEREN].



3. Please complete the form:

User name	E-mail address
Password	8 – 20 characters
Re-enter Password	[Password]
Password tip	8 – 20 characters (not the same as the password)
TNT Customer Number	With or without zeros
Address book and shipping manager	Activated by default, the address and shipping data can be viewed by all registered users.

- 4. Send the form.
- 5. TNT Swiss Post will examine the registration within an hour and activate your account. You will quickly receive a confirmation mail containing the access data needed.

myTNT – Getting started

After logging in for the first time an access page appears that Shipment tracking will not normally be needed again. Track your shipments (based on waybill Therefore, click «Don't show this page again» [NEXT], to go number, date or customer number). straight to the main menu. TNT - Windows Internet Explorer provided by TNT - Admin Policy A phttps://my.tnt.com/my/N/f /landing/bitemag.c → △ → ◇ Manage shipments **Prices and transit** THT ▼ Go Help ▼ Go Logout times • Create shipment: Create Home Create Shipment Shipping Manager Trackin your shipment incl. shipping Here you can calculate Welcome to myTNT papers Shipping Tracking Transit Times and Prices time for a shipment. • Shipment manager Manage your shipments (Print, Edit, The fastest way to get a quote for your shipments and find the fastest delivery time for your parcel or Track your consignment using your TNT consignment number, your TNT account number or your own consignment reference. Manage your shipping and collection Delete and Track) process easily using myTNT. Administrative Tools User Assistance Address Book Address Book Manage all your shipping addresses. Use the tutorial for a step by step guide to myTNT, or if you need a more comprehensive view of how to use myTNT then download the user stration of Customers and Privacy Statement Terms and conditions of carriag **Administration**

- My Settings: You can use the settings to specify different default parameters. This greatly simplifies setting up and using myTNT.
- Sender references: Edit your sender references here.
- Change password: Change your password here.

Address book

Manage your addresses here (Add, Edit, Delete, Find).

the charges and transit

User support

Here you can access a multi-page user manual in PDF format.